

Abstract Guidelines
Society for Transplant Social Workers
Submission Deadline: Friday, February 2, 2018

General Guidelines—PLEASE READ:

In order to create an efficient abstract submission process, we ask that you please follow the instructions exactly, so that the application is submitted correctly the first time. If the guidelines are not followed, the abstract will be returned.

- ◆ Please submit each page as a **separate WORD** attachment. This means you will submit **four** attachments.
- ◆ Needed documents include: 1) abstract, 2) learning objectives, 3) resume (for **each** presenter in the case of multiple presenters), 4) abstract application (for **each** presenter in the case of multiple presenters)
- ◆ You **MUST** submit your abstract and all abstract application paperwork in **WORD** format. PDF/scanned or faxed copies **will not** be accepted.

Page #1) Abstract

- Include abstract title and body of abstract on this page.
- Abstracts should be approximately 250-300 words.
- Abstracts should be typed in Word format using a standard 10 or 12-point font.
- Use of standard abbreviations is desirable. Place special or unusual abbreviations in parentheses after the full word the first time it appears. Use numerals to indicate numbers except to begin a sentence.
- NO identifying information should be on this page. Do not include the author's name or the name of transplant center, OPO or service area on this page.
- If you would want to have your abstract considered specifically for a poster session, you may note that on this page.
- There are three types of abstract formats: Research, Case Study, and Clinical Practice. Please develop your abstract based on which format it follows. Please see the bottom of these guidelines for specific format directions.

Page #2) Learning Objectives

- Include 3 learning objectives for CEU qualification.
- Include title of abstract on this page.
- NO identifying information should be on this page. Do not include the author's name or the name of transplant center, OPO or service area on this page.

Page #3) Curriculum Vitae or Resume

Include Curriculum Vitae of **each person** who will be presenting the abstract at the conference. Please include your history of presentation experience on your curriculum vitae.

Page #4) Abstract Application Packet

- Fill out the application, speaker release, disclosure statement, speaker bio, and AV form.
- Each presenter needs to complete an abstract application.
- You can type your name as a signature.

Additional Information:

Evaluation of your abstract will be based on content and compliance with the suggested format. Abstracts will be reviewed by the Abstract Chairs and the STSW program committee. If accepted for presentation at the conference, you will receive notification. Possibly recommendations will be made regarding the presentation format (general, breakout or poster session).

Please follow the submission guidelines. If all sections are not completed correctly, the abstract will be returned and this will delay the evaluation process.

Send Completed Abstract Submission to both:

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ABSTRACT FORMATS:

Research Abstract Format

1. Abstracts must be about investigations already completed or with at least substantial findings at the time of the presentation and not just research proposals.
2. Abstract format:

Organize the body of the abstract into four distinct sections:

1. **PURPOSE:** State the problem or idea to be discussed.
2. **METHOD:** Briefly describe the manner in which the study or problem was investigated.
3. **RESULTS:** Briefly describe findings.
4. **CONCLUSION:** State conclusion or solutions to problems or ideas. Evaluate the relevance of this study to other persons involved in transplantation.

Case Study Format

1. **PATIENT/CASE PROFILE:** Pertinent patient/case demographics (age/gender/race, etc.); a brief history of the current clinical/procurement/hospital development situation or problem.
2. **DISCUSSION:** A concise presentation of clinical, donor, or strategic management of the case that describes the flow of events.
3. **SUMMARY:** Outcome of the situation (positive and negative); application of knowledge gained from the problem or situation.
4. **REFERENCES:** Supporting original research of previous case study references should be included with the full manuscript but not the overview.

***For a case study presentation, please also include how your particular case study is applicable to the field of transplant social work or how it will enhance our practice.

Clinical Practice Format

1. **INTRODUCTION:** Describe service area (e.g. population demographics, size, type, number of referrals/donors, consent rate/donation rate, etc.). Brief history and background of situation or problem.
2. **DISCUSSION:** A concise description of how situation or problem was addressed. What clinical techniques were applied?
3. **SUMMARY:** Outcome of the situation, positive and negative. Application of knowledge gained from problem or situation.
4. **REFERENCES:** Supporting research should be included with the syllabus submission.